

Getting Started on eMarine (Family Members)

Go to the eMarine Site.

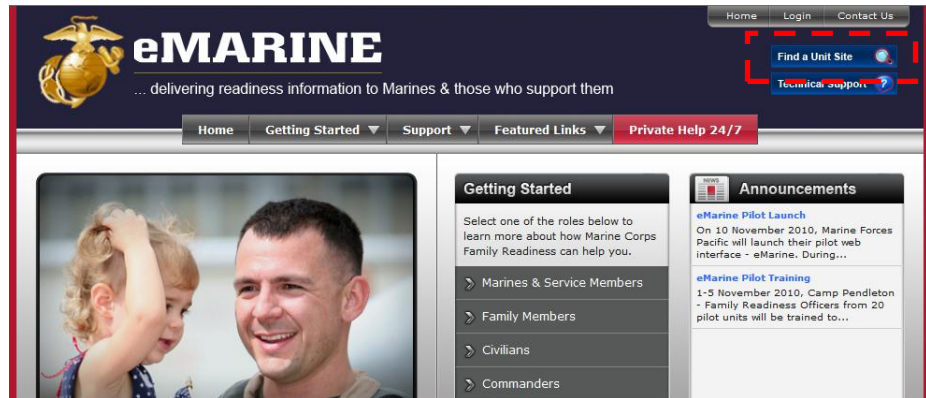
Open your web browser and type in the eMarine address.

www.emarine.org

Find your Unit.

You will see the eMarine home page.

Click on the **Find a Unit Site** button in the top right portion of the screen.



Select your Unit's location.

You will see a map showing continental United States (CONUS) and outside the continental United States (OCONUS) locations.

Click the location of your Unit on the map or use the links below the map to select your Unit's location.

If you are not sure of the location of the Unit, use the **CONUS Advanced Search** or **OCONUS Advanced Search** links to locate your Unit with other parameters (unit name, UIC, etc.).



Identify your Unit.

Units for the selected location will be displayed.

Locate your Unit in the list.
(Use the search tools at the top of the page to narrow your search, if necessary.)

Click your Unit's name to continue.

The screenshot shows the eMARINE website interface. At the top, there's a navigation bar with links like Home, Control Panel, Logout, Profile, and Contact Us. Below this, a secondary navigation bar includes Home, Getting Started, Support, Featured Links, Resources, and Private Help 24/7. The main content area is titled 'Step 2 of 4: Select Unit' and instructs users to 'Select a component and a community to narrow your search'. A 'Narrow Your Search' section contains dropdown menus for 'Component' (set to 'All') and 'Installation' (set to 'All'). Below these are 'Search' and 'Advanced Search' buttons. A list of units is displayed, with 'Family Readiness Officers (Hawaii, UIC: None)' highlighted by a red dashed box. At the bottom, there's a search bar and a table of regional links for EAST COAST, WEST COAST, HAWAII, OKINAWA, and AFGHANISTAN.

Enter your information and your Sponsor's information.

Select the “I am subscribing as a Family Member” option.

Enter your name and email address. Then, enter your Sponsor's name and the month and day his or her birthday (MMDD). Press **Continue**.

In order to register, the entered first name, last name, and the birthday must match exactly with what is in the Unit's Sponsor Database. If a match is found, you will see the **Complete Registration** screen next.

If a Sponsor match is not found, contact your FRO Administrator by clicking the **Contact Us** link at the top-right of the page.

The screenshot shows the eMARINE website interface for Step 3 of 4: Add a Service Member Information. The page includes a 'Switch Unit Site' button and a 'Note' for civilian Marines. The form contains fields for 'I Am Subscribing As A:' (set to 'Family Member'), 'First Name' (Mary), 'Last Name' (Doe), 'Your Email' (mary.doe@abc123xyz.com), 'Sponsor's First Name' (John), 'Sponsor's Last Name' (Doe), and 'Sponsor's Birthday MMDD' (0000). A red dashed box highlights the 'Continue' button at the bottom right. The footer includes a search bar, regional links, and contact information.

Complete your registration.

Select a Username and Password for the eMarine system.

Usernames do not have any restriction except that they must be unique to the system and must be between 3-15 characters long. User names are not case sensitive. An example of an acceptable user name is “mary.doe”.

Passwords, on the other hand, must contain at least one uppercase letter, one lowercase letter, one number, and be at least 8 characters long. Passwords are case sensitive. An example of an acceptable password is “MD555fro”.

Then, enter your E-mail address.

Press **Complete Registration**.

The screenshot shows the eMARINE website's registration process. At the top, there's a navigation bar with links for Home, Login, Contact Us, Find a Unit Site, and Technical Support. Below this is a secondary navigation bar with Home, Getting Started, Support, Featured Links, and Private Help 24/7. The main heading is "Step 4 of 4 : Complete Registration". A note states: "Fill out the form below to complete the registration process. Note: To add additional information to your account, select on the Update Profile link once you've completed registration." The form contains the following fields: First Name (Mary), Last Name (Doe), Username (mary.doe, with a note: "3 characters min. 15 characters max. No spaces"), Password (masked with dots, with a note: "16 characters max."), Confirm Password (masked with dots), E-mail (mary.doe@abc123xyz.com), and Confirm Email (mary.doe@abc123xyz.com). At the bottom of the form, there are two buttons: "Complete Registration" and "Cancel". The "Complete Registration" button is highlighted with a red dashed box. Below the form is a search bar with a "Go" button and a table of regional links: EAST COAST (18:05:55 11/1 Mon), WEST COAST (15:05:55 11/1 Mon), HAWAII (12:05:55 11/1 Mon), OKINAWA (7:05:55 11/2 Tue), and AFGHANISTAN (2:35:55 11/2 Tue). The footer includes the text "Official U.S. Marine Corps Web Site" and links for Privacy and External Links, FOIA, Site Map, FAQs, and Contact Us. It also mentions "View Section 508 Version" and a language dropdown set to "English".

View your Unit home page (if automatically approved).

If your Sponsor identified you as a sponsored user in the eMarine system, you will be automatically approved for your Unit. Once your registration is complete, you will see your Unit's home page.

From here, you can access all of the content and tools available for your Unit.

The screenshot shows the eMARINE website interface. At the top, there's a navigation bar with links: Home, Logout, Profile, Contact Us. Below this is a secondary navigation bar with: Home, Getting Started, Support, Featured Links, Resources, and Private Help 24/7. The main header area includes the eMARINE logo and the tagline "... delivering readiness information to Marines & those who support them". A welcome message says "Welcome Back, Mary" and "Go to your Unit site: Marine Forces Pacific > Headquarters & Service Battalion". The main content area is titled "Headquarters & Service Battalion" and "Marine Forces Pacific". It features a "Base Information" button, a "Commander's Message" section, a "Navigation" sidebar with links like Home, Marines, Spouses, Parents & Extended Family, and Downloads & External Links. There's also an "Announcements" section for the "235th U.S. Marine Forces, Pacific Birthday Ball" and a "Poll" titled "How did you hear about eMarine?".

View the Subscription Confirmation page (if not automatically approved).

If your Sponsor did not identify you as a sponsored user in the eMarine system, you will be placed on a waiting list for your Unit. Your Sponsor or your FRO Administrator will review your application to join the Unit and will approve it.

Once you are approved, you will be notified by email. The next time you log into the system, you will be able to access your Unit site.

The screenshot shows the eMARINE website interface for a subscription confirmation. The top navigation bar is the same as the previous page. The main header area is the same. The welcome message says "Welcome Back, Mary" and "Go to your Unit site: UAT eMarine". The main content area is titled "Subscription Confirmation" and contains the message "Your name has been added to a pending approval list by the Sponsor." with a "Continue" button at the bottom.

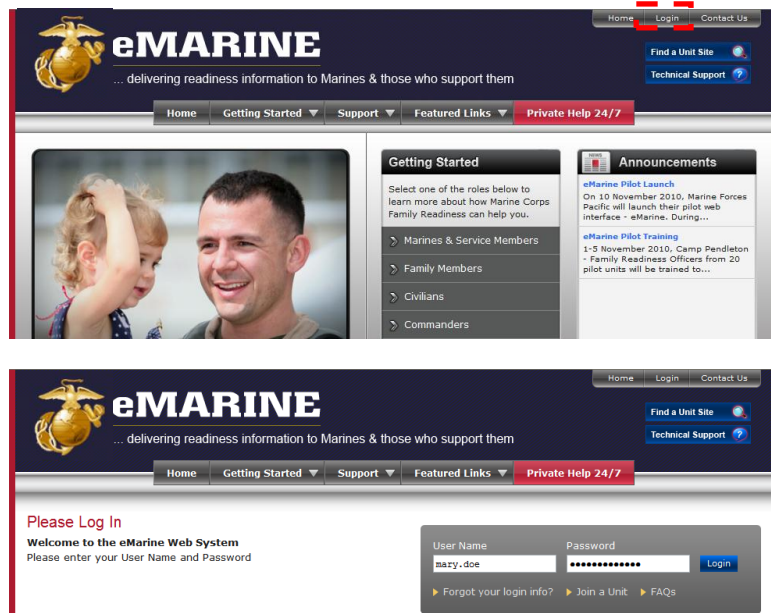
Getting Started on eMarine (Family Members)

Logging in on future visits.

The next time you visit eMarine, press the Login link at the top of the home page.

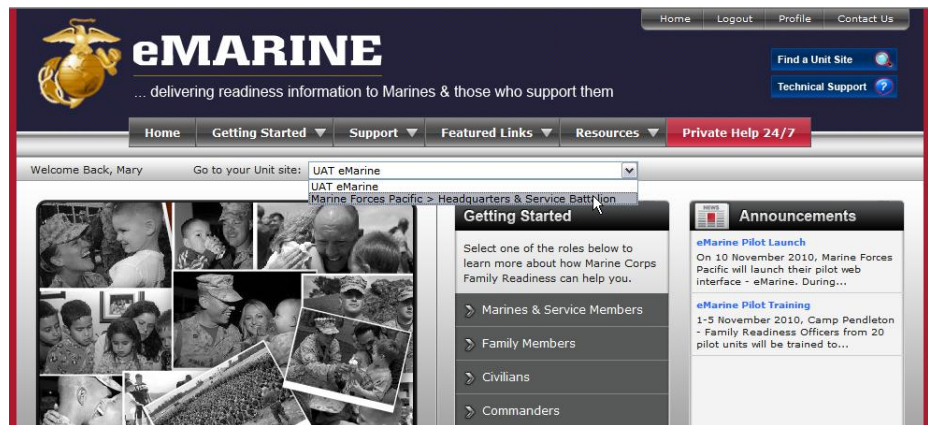
Then, enter the User Name and Password you selected during the registration process.

Press **Login**.



Navigating to your Unit site.

To navigate to the home page of the Unit site(s) for which you are approved, select the Unit name from the drop-down box at the top of the page. You will be automatically taken to the Unit's site.



Need help or want to check on the status of a pending Unit registration request?

Press the **Contact Us** link at the top-right of the screen to submit a question to the eMarine site administrators.

The screenshot shows the eMARINE website interface. At the top, there's a navigation bar with links: Home, Logout, Profile, and Contact Us. A red box highlights the 'Contact Us' link. Below this, there's a section for 'Headquarters & Service Battalion' with a 'Base Information' button. The main content area includes a 'Navigation' sidebar with links to Home, Marines, Spouses, Parents & Extended Family, and Downloads & External Links. The central area has an 'Announcements' section for a birthday ball event and a 'Commander's Message' section. A 'Featured Photos' section is also visible.